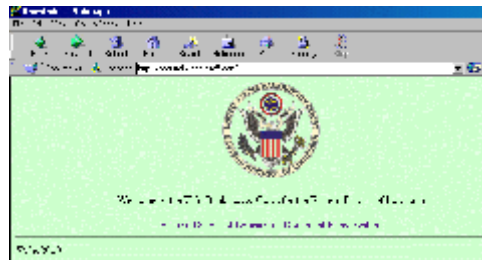


## FILING A NEW BANKRUPTCY CASE (Open a BK Case)

- \* Open Netscape and go to our training website -

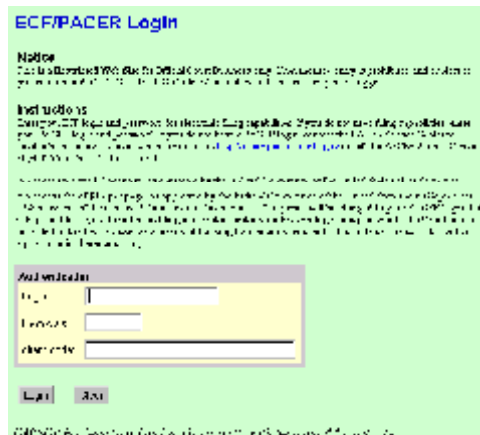
<https://ecf-train.laeb.uscourts.gov>

The opening screen appears as shown below.



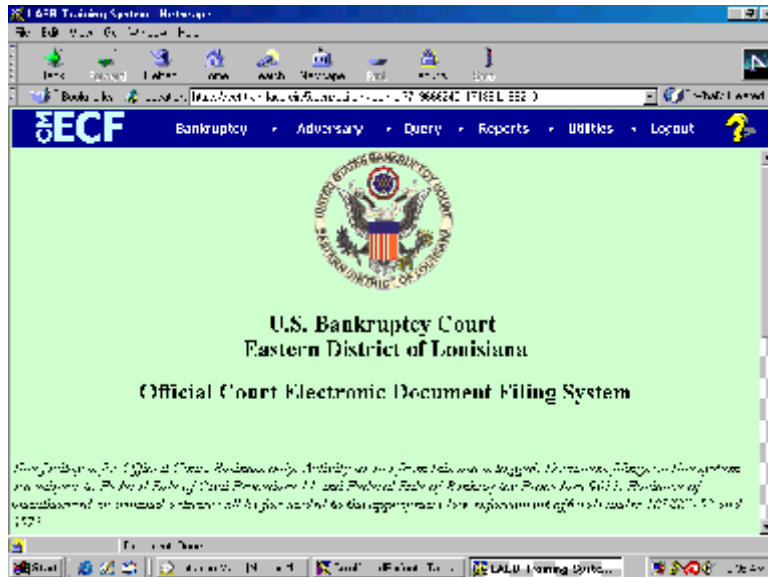
- \* Click once on the hyperlink **Eastern District of Louisiana - Document Filing System**.

The CMECF Login screen appears as shown below.



- \* Type your login and password.
- \* Leave **Client Code** field blank.
- \* Click **Login**.

The CMECF home screen appears as shown below.



- \* Click **Bankruptcy** on the CMECF Main Menu Bar.

The **Bankruptcy Events** screen appears as shown below.



**NOTE:** BEFORE opening a bankruptcy case, be sure the mailing matrix is prepared according to the specifications in Section 3 of this manual.

**No Petition should be filed without a matrix.**

- \* Click **Open a BK Case**.

The New Bankruptcy Case screen appears as shown below.

The **Case Number** will be assigned upon completion of the transmission and will appear on the Notice of Electronic Filing.

The **Date Filed** field will always display the current date. It cannot be changed.

In the **Chapter** field click the down arrow to the right of the field to choose the appropriate chapter. If the default is correct, then make no adjustments in this field.

In the **Joint Petition** field, the default is **N(o)**. For a joint filing, select **Y(es)**.

The **Case Type** will always be **bk**.

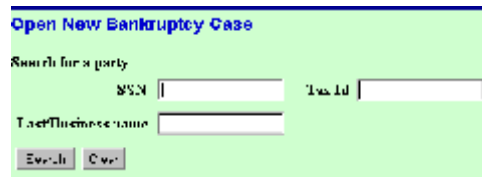
If required, change the **Deficiencies** field to **Y(es)**. The **Deficiencies** default is **N(o)**.

**A list of possible deficiencies will be presented on a later screen at which time you will select the specific deficient items.**

**NOTE:** In filing Chapter 13 cases always select **Y(es)** in the Deficiencies field since you're lacking the Ch 13 Plan.

- \* When all fields are correct, click **Next**.

The Party Search screen appears as shown below.



**NOTE:** Before you add the debtor, an attorney or any party to a case, you should always search the database to see if that party already exists in the database.

You may search by Social Security Number, Tax ID, Last Name or Business Name.

#### Search Hints:

- / Enter one field of data for each search.
- / Format Social Security Number or Tax ID Number with hyphens.
- / Search is case sensitive. Type Smith - not SMITH or smith.
- / Include punctuation as in O'Brien.
- / Partial name can be entered.
- / Wild cards (\*) are not required at the end of search strings.
- / Wild cards may be used before or within search strings, such as \*son or Gr\*y.
- / A question mark (?) represents a wild card for one character only.
- / An asterisk (\*) is a wild card for any number (or none) characters.
- / If your first search is unsuccessful, try alternate search clues.
- / The asterisk (\*) should never be used by itself as it will search ALL records in the database hampering system resources and possibly delaying response time.

- \* Enter the debtor's last name or the first few letters of the last name; or, if a business, enter the first word or significant words of the business name. The entire business name resides in the **Last/Business name** field. The field size is 200 characters.
  
- \* Click **Search**.

**(Continued on next page)**

## IF THERE ARE MATCHES,

the following screen will appear listing the matches.

Search for a party

SSN  Tax Id

Last Business Name

Party search results

- John, John
- John, John
- John, John

- \* If one of the names is the correct party, highlight the appropriate name and press **Select name from list**.

The Party Information screen appears showing the previous information attributed to that party.

Party Information

Michael T. Smith SSN: 123 456 789

Office  Address 1

Address 2  Address 3

City  State  Zip

County  County

Phone  Fax

Email

Trade  Title

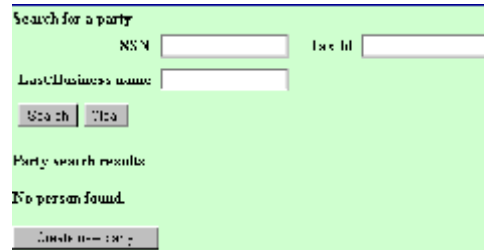
Party text

- \* Verify the debtor's name, address, social security or tax id number and make any corrections to the address and county fields.

Proceed to Page 2.8

## IF THERE ARE NO MATCHES,

the following screen appears indicating “No person found.”

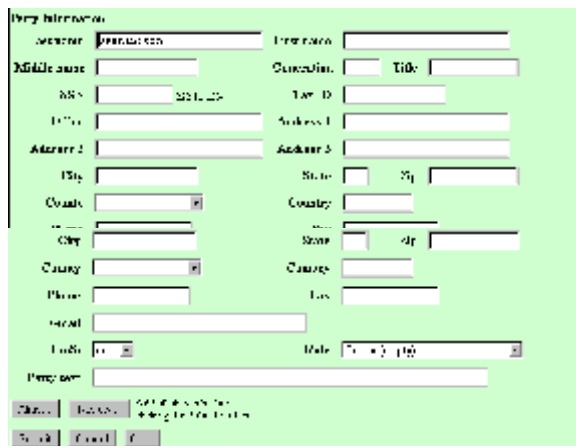


The screenshot shows a web form titled "Search for a party". It has input fields for "SSN" and "Tax Id", a "Last/first/business name" field, and "Search" and "Clear" buttons. Below the buttons, it says "Party search results:" followed by "No person found." and a "Results: 0 of 100" indicator.

After you have tried alternative searches (SSN or Tax ID) and determined that the party is not in the database, then you can add them.

- \* Click **Create new party**.

The Party Information screen appears as shown below.



The screenshot shows a "Party Information" form. It includes fields for "Last name", "First name", "Middle name", "Suffix", "SSN", "Tax ID", "Company", "Title", "Address 1", "Address 2", "Address 3", "City", "State", "Zip", "County", "Country", "Phone", "Fax", "Email", "Last", "Date", and "Party name". There are also "Cancel", "Back", "Save", and "Add new party" buttons at the bottom.

- \* Enter the debtor's name, address, social security or tax id number in the appropriate fields.

- |            |              |
|------------|--------------|
| <b>ECI</b> | Construction |
| last name  | F. Aguiar    |
|            | Albuquerque  |
| first name | Francisco    |
|            | O. Aguiar    |
| SSN        | O. Aguiar    |
|            | 1. Aguiar    |
| Office     | St. James    |
|            | St. James    |
| address 2  | St. James    |
|            | St. James    |
| City       | St. James    |
|            | St. James    |
| County     | St. James    |

- It is not necessary to fill in the Country, Phone, Fax and E-mail fields for the Debtor.

**NOTE:** Your login and password identify you and the system will automatically associate you as attorney for the debtor.

**NOTE:** It is important that you check the Party Role field every time you add a party to a case. The only time the default is correct is when you're opening a new **voluntary** bankruptcy case.

Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/> <input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Delete"/>		<input type="button" value="Add"/> <input type="button" value="Delete"/>	
<input type="button" value="Print List"/>			

Page 2.8



- \* If the debtor has an alias, click **Alias**.

The Alias Information screen appears as shown below.

Last Name	First Name	Middle Name	Generation	Role
				aka
				dba
				fka
				fdba
				aka

Warning: All aliases entered here will be added to the Party screen and added to the CMECF database. Use care!

- \* Enter the appropriate information - up to five aliases - being sure to identify the **Role** for each alias: aka, dba, fdba, fka.
- \* When completed, click **Add aliases**.

The Party Information screen returns.

- \* Click the **Review** button to check the information.

Attorney(s) added:  
None: none

Alias(s) added:  
☒ Lincoln, Mike (aka)

Return to Party screen Submit

Warning: All aliases entered here will be added to the Party screen and added to the CMECF database. Use care!

- \* Verify the information.
- \* Click **Return to Party screen**

**NOTE:** Be sure all the information is correct **before** you click the **Submit** button as no corrections or changes can be made afterwards.

- \* If the information entered is correct, click **Submit**.

**NOTE:** From this point, the name is added to the CMECF database. Even if you abort this “Open BK case” event, the name remains in the CMECF database.

**NOTE:** If this were a joint petition, the **debtor party** screen would re-appear and you would enter information on the joint debtor.

The **Statistical Data** screen appears as shown below.

- \* Select the **Type of Debtor** by clicking the appropriate box(es).
- \* The **Fee Status** is Paid and Installment. If the fees are not paid in full at the time of filing and an Application to Pay Filing Fees in Installments is being filed with the Petition, then you would select Installment from the **Fee Status** box.
- \* Designate the **Nature of Debt** as Consumer or Business.
- \* The default value for the next field is **Voluntary**. The other choice being **Involuntary**.
- \* The default for **Origin** is Original. If this is incorrect, make the appropriate selection from the values given: Original, First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer.
- \* The **Date split/transfer** field is only used when a joint debtor splits from the original case or when a case was transferred to this court from another district. Otherwise, leave this field blank.
- \* The **Asset Notice** field default is **No**.

**NOTE:** All Chapter 7 cases are entered as No Assets.

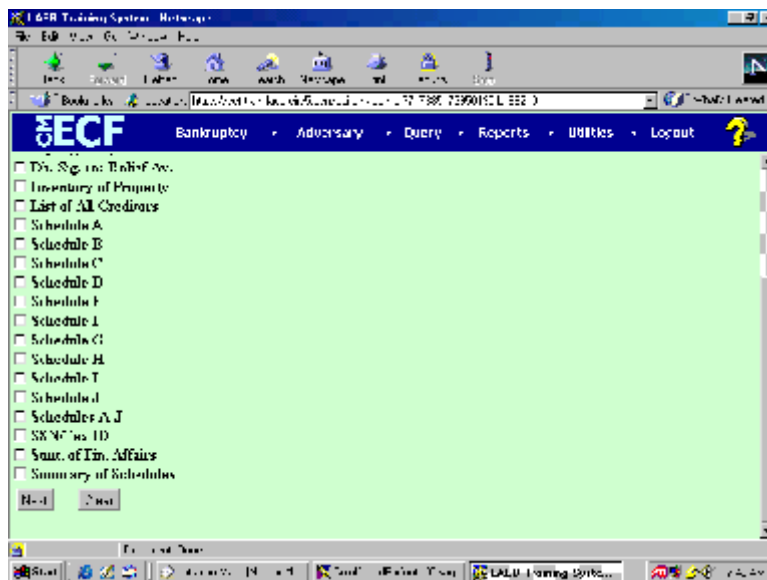
All Chapter 9, 11, 12 and 13 cases are considered and entered as Asset cases.

- \* Make the appropriate selection.

- \* In the **Estimated number of creditors** field, click the down arrow to the right of the box and make the appropriate selection from the pick list.
- \* In the **Estimated Assets** field, click the down arrow to the right of the box and make the appropriate selection from the pick list.
- \* In the **Estimated Debts** field, click the down arrow to the right of the box and make the appropriate selection from the pick list.
- \* Check the information, when correct, click **Next**.

If you selected **Yes** for Deficiencies on the Case Opening screen, a **Deficiency List** screen similar to the one shown below will appear.

**NOTE:** The Deficiency List will vary according to chapter being filed.



- \* Check the corresponding box(es) as appropriate for the items that are not being filed with the petition.
- \* Click **Next**.

The **Select PDF document** screen appears as shown below. You need to locate, preview and associate the petition file with the docket entry.

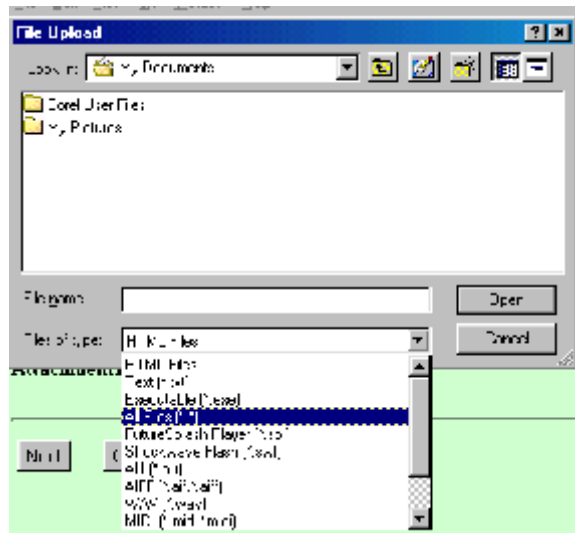
This screen is used for associating the imaged petition file (PDF format) with the entry.



- \* Click the **Browse** button.

The File Upload window appears as shown below.

- \* Click the down arrow to the right of the **Files of type** field as shown below.



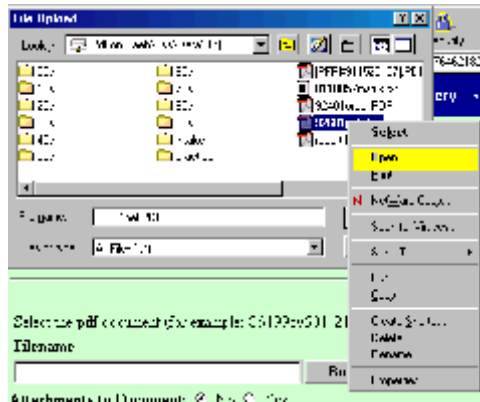
- \* In the drop-down box, click on **All Files(\*.\*)**.

- \* Locate the appropriate PDF file.

**NOTE:** Always preview a file before you associate it with the docket entry.

- \* To preview the file, right click on the file.

A drop-down menu as shown below will appear.



- \* Left click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



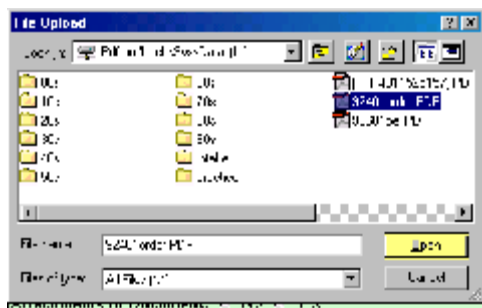
The selected file opens with Adobe Acrobat Reader.



- \* Check the file to confirm that it is the correct one.
- \* Close Acrobat Reader by clicking the **X** on the (blue) Adobe title bar.

This will bring you back to the File Upload window as shown below.

- \* If this is the correct file, double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This will associate the file with the docket entry as shown in the screen on the following page.

- \* If this is not the correct file, then click the **Browse** button and repeat the steps from Page 2.12.
- \* If there is an attachment to the petition, at the **Attachment to Document** prompt, select the **Yes** box and proceed to the next page.
- \* If there is no attachment to the petition, accept the default as **No** and click **Next** and proceed to Page 2.20.

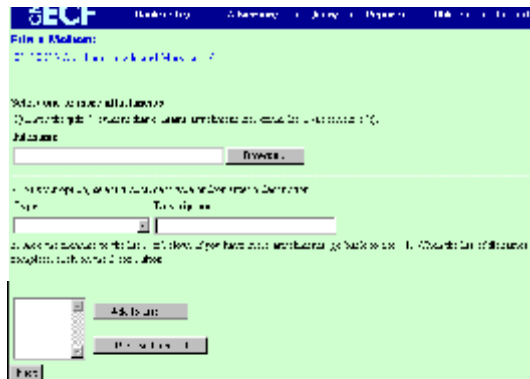
**NOTE:** An attachment is a separate PDF document such as pay stubs to be filed with a Chapter 13 petition.

An attachment is referenced in the docket text separately and the attachment image will be accessible by clicking on the hyperlink within the docket text.

## IF THERE IS AN ATTACHMENT TO THE PETITION,

- \* Click the **Yes** button at the **Attachment to Document** prompt.
- \* Click **Next**.

The **Attachment Selection** screen appears as shown below.

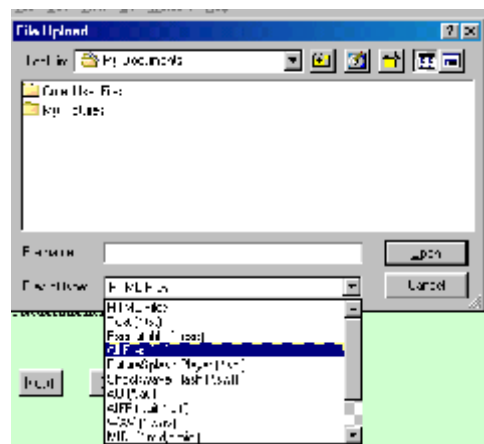


You need to locate, preview and associate the attachment to the docket entry.

- \* Click the **Browse** button.

The File Upload window appears as shown below.

- \* Click the down arrow to the right of the **Files of type** field as shown below.



- \* In the drop-down box, click on **All Files(\*.\*)**.

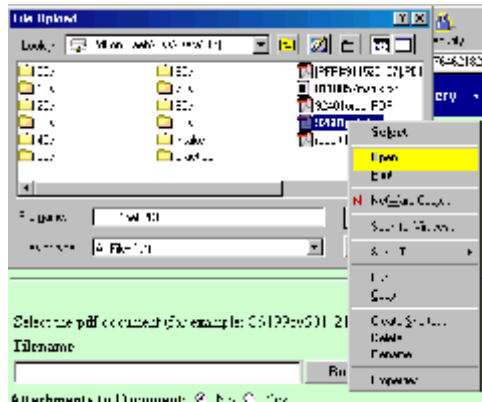


- \* Locate the appropriate PDF attachment file.

**NOTE:** Always preview a file before you associate it with the docket entry.

- \* To preview the file, right click on the file.

A drop-down menu as shown below will appear.

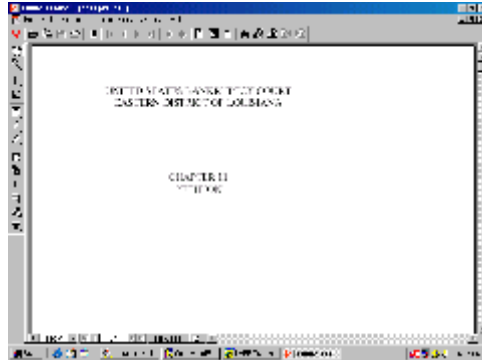


- \* Click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



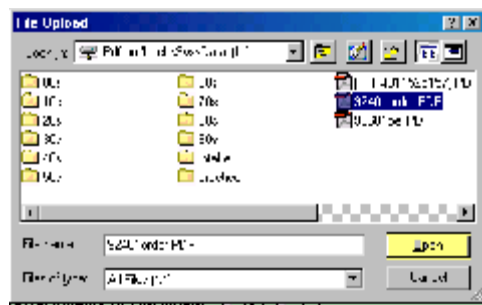
The selected file opens with Adobe Acrobat Reader.



- \* Check the file to confirm that it is the correct one.
- \* If this is the correct file, close Acrobat Reader by clicking the **X** on the blue Adobe title bar.

This will bring you back to the File Upload window.

- \* Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This will associate the file with the docket entry as shown in the screen on the next page.

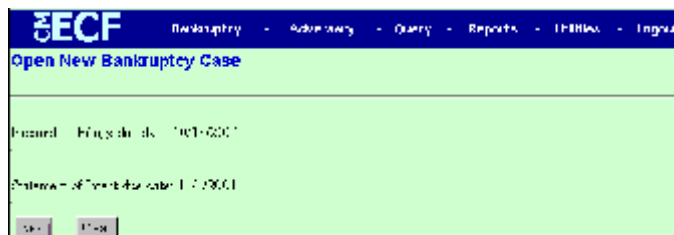
- \* In the **Description** field, type brief, concise text identifying the “attachment” file.
- \* Click **Add to List**.

The file is added to the **List** box as shown below and the cursor returns to Step 1 of the screen.

To include additional “attachment” files, repeat the steps.

- \* When all “attachment” files have been added, click **Next**.

**NOTE:** If you entered **Y(es)** in the Deficiencies Category in your initial screen, the following prompt would appear giving the deadlines for correcting the deficiencies.



The screenshot shows the CMECF web interface. At the top is a blue navigation bar with the CMECF logo and links: Bankruptcy, Advisory, Query, Reports, Utilities, and Logout. Below the navigation bar is a green header area with the text 'Open New Bankruptcy Case'. The main content area is white and contains a form with two input fields. The first field is labeled 'Filing date' and has the value '01-01-01'. The second field is labeled 'System - of Pre-bankruptcy' and has the value '1 / 1900'. At the bottom of the form are two buttons: 'Next' and 'Back'.

\* Click **Next**.

The Receipt screen appears as shown below.



The screenshot shows the CMECF web interface. At the top is a blue navigation bar with the CMECF logo and links: Bankruptcy, Advisory, Query, Reports, Utilities, and Logout. Below the navigation bar is a green header area with the text 'Open New Bankruptcy Case'. The main content area is white and contains a form with a label 'For Receipt, Enter CC for Credit Card or O for Other Payment.' Below this label is a form with a text input field and a dropdown menu. The text input field contains the value '01-01-01' and the dropdown menu is set to 'CC'. At the bottom of the form are two buttons: 'Next' and 'Back'.

\* Enter your method of payment, either **cc** (for credit card) or **o(ther)** for cash, check or money order.

\* Click **Next**.

**NOTE:** To abort or re-start a transaction at any time up until the final docket text screen, click a hyperlink on the CMECF Main Menu Bar.

**In a Chapter 11 filing**, the Plan and Disclosure Statement Due Dates and Receipt screen appears as shown below:

ECF Bankruptcy Adversary Query

**Open New Bankruptcy Case**

Chapter 11 Plan due date: 04/2/2002

Disclosure Statement due date: 04/2/2002

**For Receipt \*, Enter CC for Credit Card or O for Other Payment.**

Receipt #  Fee \$

- \* Note the deadlines.
- \* Enter your method of payment, either **cc** (credit card) or **o**(ther) for cash, check or money order.
- \* Click **Next**.

The **Modify** text screen appears as shown below.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Entry, Reports, Utilities, and Logout. Below this is a header 'Open New Bankruptcy Case'. The main content area is titled 'Docket Text: Modify as Appropriate'. It contains a text input field with the following text: 'Chapter 7 Voluntary Petition', 'Receipt Number cc, Fee Amount \$300.00, Filed by Ted Cloupet, Statement of Intent due 11/1/2001, Schedules A-J due 10/18/2001, Creditors Meeting'. Below the text field are two buttons: 'Next' and 'Cancel'.

In the **Modify Text** screen, you may enter additional text to clarify or give more detail to a docket entry. There is nothing to be modified in this screen.

- \* The entry is correct as is, so click **Next**.

The **Final Text** screen appears as shown below.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Entry, Reports, Utilities, and Logout. Below this is a header 'Open New Bankruptcy Case'. The main content area is titled 'Docket Text: Final Text'. It contains a text input field with the following text: 'Chapter 7 Voluntary Petition, Receipt Number cc, Fee Amount \$300.00, Filed by Ted Cloupet, Statement of Intent due 11/1/2001, Schedules A-J due 10/18/2001, Creditors Meeting'. Below the text field are two buttons: 'Next' and 'Cancel'. A red warning message is displayed below the buttons: 'Attention! Submitting this screen finalizes this transaction. You will have no further opportunity to modify this submission if you continue.'

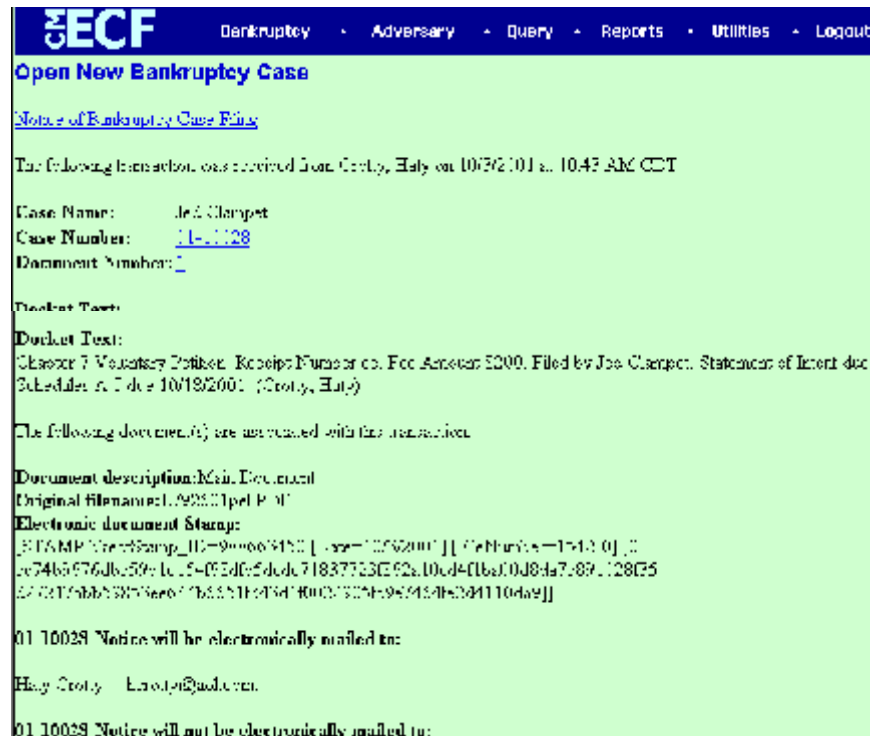
**NOTE:** Read the entry carefully as this is the last time you can make changes or corrections.

**This is what will appear on the docket sheet.**

- \* If the text and entry are correct, click **Next**.

The Case Number will now be assigned and the Notice of Electronic Filing appears as shown on the next page.

The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database and it is now an official court document.



\* Make a note of the Case Number.

**It is strongly suggested that you print the Notice for your records.**

**NOTE:** Filers will have access to the Notice of Electronic Filing at the time of their filing; but subsequent access must be made through the PACER system and will cost \$.07 per page.

The Case Number is a hyperlink to the docket report.

The Document Number is a hyperlink to the PDF file associated with the docket entry.

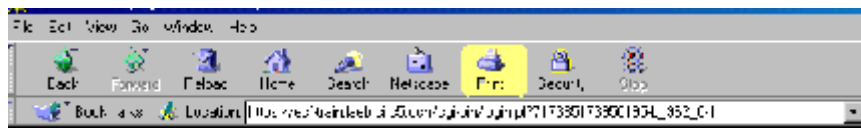
**NOTE:** Clicking on one of the hyperlinks will bring you to the PACER screen . You must enter your PACER login and password to view any documents, run reports or perform any queries.

The Notice of Bankruptcy Case Filing is a hyperlink to the official document used to notify creditors of the automatic stay.

The Notice of Bankruptcy Case Filing was created in addition to the initial Notice of Electronic Filing and displays the debtor(s), the attorney, the case number, and the date and time of filing. It is an official notice and can be used to notify creditors of the stay of foreclosure proceedings and other creditor actions. It should be saved or printed at the time of the filing.

The Notice of Bankruptcy Case Filing is also available for viewing or printing through **Query** on the CMECF Main Menu.

To print a copy of this notice, click the **Print** icon on your browser menu bar as shown below.



**NOTE:**      **Uploading the creditor matrix is the next step after opening the bankruptcy case. See Section 3 for complete instructions on the creditor mailing matrix.**